

## **SASA eLists**

### **Frequently Asked Questions (FAQ)**

1. **How do I JOIN a SASA E-List?**: To subscribe to a SASA eList You Need to send an e-mail message to: [Listserv@listserv.buffalo.edu](mailto:Listserv@listserv.buffalo.edu)

Use any subject you choose. Type the following message in the **message body**:

Subscribe LISTNAME Yourfirstname Yourlastname.

Where LISTNAME = the actual name of the list (everything before the "@" symbol in the SASA eList address).

Examples (if John Doe was subscribing to the SASA Bookstore eList):

Subscribe SUNY-SASA-BOOKSTORE-LIST John Doe

- You can subscribe to more than one list in a single eMail message by placing separate individual lines in the message body for each SASA eList you want to subscribe to.
- Remove any automatic signature line(s) from the message body.

Your 'from' e-mail address is automatically 'read' by the listserv. Your subscription request gets auto-forwarded to the list coordinator(s) for verification/approval. When approved, you'll receive an automated welcome message.

2. **My Message to a List got rejected; How do I resolve it?**: All SASA lists are restricted to curtail junkmail. Only subscribers to a list can post messages to that list. If you know you are subscribed to the list, but get a rejection notice, it's often because your subscribed e-address does NOT exactly match the e-address you are sending your message from (such as when your campus e-address format has changed or uses an 'alias' ). The listserv checks the "sent from" eAddress on a message for an exact match to the subscribed eAddress. Follow the "update your e-address instructions" below to resolve the problem.

3. **How Do I UPDATE My e-Address?**: You can revise your own e-address on any SASA e-list by sending the following two line message:

1. Send message to: [Listserv@listserv.buffalo.edu](mailto:Listserv@listserv.buffalo.edu)

2. In the message body, place the following on two separate lines (the first deletes your old and the second line subscribes you under your new address:

First Line: Signoff LISTNAME

Second Line: Subscribe LISTNAME yourfirstname yourlastname

Where LISTNAME= the actual name of the list (everything before the "@" symbol in the e-list address).

Example:

Subscribe SUNY-SASA-LIST John Doe

Alternatively, if you are computer handicapped or it just doesn't work for whatever reason, you can just send Rich Bentley an e-mail message [RBentley@downstate.edu](mailto:RBentley@downstate.edu) and he'll process the e-mail address change on the list for you.

4. **How do I know who all the subscribers are on a list?** If you are a subscriber on a list, you can get all the subscribers on that list by sending an email addressed to: [Listserv@listserv.buffalo.edu](mailto:Listserv@listserv.buffalo.edu)

Use any subject you choose. In the message body, place the following:

Review LISTNAME

Where LISTNAME = the actual name of the e-list (everything before the "@" symbol in the list address).

Examples: Review SUNY-SASA-LIST  
Review SUNY-SASA-BOOKSTORE-LIST

Within a few minutes, you'll receive back an automated reply with the list of all subscriber names and e-addresses on that list (Note: you must already be a subscriber on that eList).